

TERMS OF REFERENCE

Post: Assistant Architect, Design and Development

Reporting Relationship: Director - Design and Development

Gross Salary: MVR 19,000 – MVR 20,000

RESPONSIBILITIES AND DELIVERABLES

1. Assist in coordinating architectural tasks across various projects, ensuring alignment with project goals from concept to completion under the supervision of senior architects.
2. Support the preparation and coordination of design packages, contributing to the development of drawings and documents.
3. Prepare architectural, structural, and building services drawings under direction, contributing to concept development, design detailing, and documentation stages.
4. Conduct basic design computations, research material specifications, and compile technical data to support architectural.
5. Assist in checking that design outputs align with the Design Management Plan and Employer's Requirements.
6. Help prepare progress updates and reports, assisting in tracking key design milestones and project status across various phases.
7. Maintain organized records of design correspondence, meeting notes, and technical exchanges to ensure proper documentation and retrieval.
8. Provide assistance throughout the architectural project lifecycle—including planning, design, and implementation, as well as ensuring smooth workflow and documentation.
9. Join field surveys and site visits to support senior architects in verifying design intent and providing technical input during construction stages.
10. Support coordination with authorities and project stakeholders to help ensure design compliance with relevant codes, regulations, and performance standards.

EMPLOYEE SPECIFICATION.

- MQA Level 7 qualification or equivalent in Architecture with 2 years of related experience (OR)
- MQA Level 5 qualification or equivalent in Architecture with 4 years of related experience.

SKILLS AND COMPETENCIES

- Ability to assist senior architects in developing design concepts and contribute effectively to architectural project teams.
- Work collaboratively with consultants, contractors, and team members to support integrated design and project coordination.
- Analyze site data, user requirements, and technical inputs to support the development of functional and creative design solutions.
- Communicate design ideas and technical information clearly through drawings, reports, and presentations to internal teams and external